

Official Personnel Folders (OPF), Federal (non-archival) Holdings and Access

Federal (non-archival) Holdings:

The National Personnel Records Center's (NPRC) Federal Records Center Program maintains the Official Personnel Folders (OPF) of former Federal civilian employees whose employment ended after 1951.

For records of former Federal civilian employees whose employment ended before 1952, see OPF, Archival Holdings and Access

- Who Can Access Civilian Personnel Records?
- How Do I Submit a Written Request for Records?
- Other Sources of Civilian Personnel Information
- What is an OPF?

What is the difference between Federal and Archival Records?

Who can access Federal (non-archival) OPFs?

OPFs for former Federal civilian employees separated after 1951 remain in the legal custody of the Office of Personnel Management (OPM). Access to such records is restricted under the Privacy Act of 1974 (P. L. 93-579) and only limited types of information from these records are releasable to non-authorized users under the Freedom of Information Act (FOIA).

Former Federal Civilian Employees (the person of record) may obtain copies of most civilian and personnel medical records on file at the NPRC, including copies of the Standard Form 50 (Personnel Action) via written request. Different release procedures apply for archival civilian personnel records (see OPF, Archival Holdings and Access). Please note: OPFs are retired to the center within 120 days after separation from Federal employment. If less than 120 days have elapsed since separation, write to the last employing Federal office.

Authorized Third Party Requesters, e.g., lawyers, doctors, historians, etc., may submit requests for information from individual records with the person of record's signed and dated authorization. They should state who they are in relation to the individual and the purpose of the request. All authorizations should specify exactly what the person of record is allowing to be released to a third party. Authorizations are valid one year from date of signature. A sample authorization is included for your review. The NPRC requires a court order, if the subject of the file is unable to sign. Please see Court Order Requirements for additional directions.

General Public: If the subject of the file is **LIVING** and you **DO NOT** have authorization from the person of record, only certain data may be obtained. Information available under the provisions of the Freedom of Information Act (FOIA). The Freedom of Information Act (FOIA) and the Privacy Act provide balance between the right of the public to obtain information from personnel records, and the right of the former Federal civilian employee to protect his/her privacy. If the subject of the file is **DECEASED**, copies of some documents and some information about the deceased may be releasable with proof of the subject's death. Proof of death is not required if the subject of record was born more than 100 years ago.

How do I submit a written request for copies of records?

Please note: the following information, regarding access, pertains only to records of former Federal civil servants whose employment ended after 1951. Records of civil servants whose employment ended before 1952.

Federal law [5 USC 552a(b)] requires that all requests for records and information be submitted in writing. Each request must be **hand signed** (in cursive) and **dated** (within the last year). Please identify the documents or information needed and explain the purpose of your request.

Certain basic information needed to locate civilian personnel records and to answer the request, includes:

- full name used during Federal employment

- date of birth,
- Social Security Number (if applicable),
- name and location of employing Federal agency
- beginning and ending dates of Federal service
- complete return mailing address and/or authorized return fax number

Written requests (hand signed in cursive and dated) may be mailed or faxed to

National Personnel Records Center, Annex
1411 Boulder Boulevard
Valmeyer, IL 62295

Fax: 618-935-3014

Please note: NPRC can not email documents due to privacy concerns. We will mail or fax copies of available records as authorized by the requester. Former Federal civilian employees who have a strong interest in viewing their own files in person, rather than receiving document copies by mail, may request an appointment with the Federal Records Center Research Room, or hire an independent researcher to examine the records on their behalf.

Costs: Generally there is no charge for basic personnel and medical information provided to former Federal civilian employees and authorized representatives from non-archival records. If your request involves a service fee, you will be notified as soon as that determination is made. See Archival Records for information on archival holdings and associated copy fees. archival OPFs are subject to the NARA fee schedule that authorizes the Agency to collect fees from the public for copies of archival records (44 USC 2116c and 44 USC 2307).

Other Sources of Civilian Personnel Information:

- For information on retirement services write to

U.S. Office of Personnel Management
Retirement Operations Center
Post Office Box 45
Boyers, PA 16017

- For information on reinstatement to Federal employment write to

Office of Personnel Management
Employment Service
1900 E Street, NW
Washington, DC 20415

- For information on U.S. Postal Employee medical folders write to

National Medical Director, Office of Safety and Health
Employee Relations Department
U.S. Postal Service Headquarters
475 L'Enfant Plaza, SW
Washington, DC 20206-4261

For information on genealogy, go to NARA's Resources for Genealogists.

[Contact Us](#) [Accessibility](#) [Privacy Policy](#) [Freedom of Information Act](#) [No FEAR Act](#) [USA.gov](#)
The U.S. National Archives and Records Administration
1015 NADA NADA or 1 800 272 5272

Environmental Protection Agency
All Applicant Data Report
Announcement Number: SSC-LV-2015-0018
Position Title: Secretary (OA)
Staging Area Number: SA-EPA-0001

Name: LEIGH A MONK
SSN: *****
MIDX:
Address1:
Address2:
City:
State:
Country: United States
Post Code:
Plus4:
Telephone 1: Mobile -
Telephone 2: Evening Phone -
Email:
United States Citizen:
Veterans' Preference:
Military Service Dates (Start of Service - End of Service):
Location(s) Applied to: Las Vegas, NV(US)

Doc #	Document Type	Description	Submission Type
1	SF-50	Monk Reyes SF 50	USAJOBS

Vacancy Questions and Responses

What locations do you wish to apply to?

Las Vegas, NV(US)

What Grades do you wish to apply to?

GS

Grade: GS

1. GS-08: To meet the Qualifications Requirements for Secretary, GS-08, select the option that best describes your education and/or experience background:

Answers:

1. I have 1 YEAR OF SPECIALIZED EXPERIENCE equivalent to the GS-07 level in or related to the work of THIS POSITION that provided the specific knowledges, skills and abilities to perform successfully the duties of THIS POSITION.

All Grades

1. I have the following experience coordinating a manager's or executive's calendar based upon knowledge of program priorities.

Answers:

1. Determining appointment priorities
2. Approving, rescheduling, or refusing appointments, and accepting or declining invitations
3. Making arrangements for other representation
4. Coordinating events involving participation of senior executives and other stakeholders

2. Select the responses that describe your experience with coordinating meetings.

Answers:

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1. I have arranged for conferences and meetings, including making reservations for conference/hearing rooms, notifying all participants.
2. I have assembled background material(s) for the meeting.
3. I have informed staff and followed up on any required reports or materials from divisions and/or other offices as a result of commitments made at meetings.

3. Select the responses that reflect your experience working with non technical business correspondence.

Answers:

1. I have written business correspondence, while applying correspondence policies and procedures for proper written format
2. I have edited business correspondence, while applying correspondence policies and procedures for proper written format
3. I have reviewed business correspondence identifying inadequacies in format, grammar, or construction in accordance with accepted standards

4. Select the responses that reflect your experience with correspondence.

Answers:

1. I have controlled all correspondence
2. I have determined appropriate routing including what needs supervisor's personal attention
3. I have followed up to ensure timely action
4. I have reviewed all outgoing correspondence for neatness, accuracy, adherence to format and supervisor's personal style
5. I have drafted non-technical correspondence including, but not limited such things as personal acknowledgements, acceptance letters
6. I have produced related reports and files

5. Select the responses that reflect your experience making travel arrangements.

Answers:

1. I have interpreted and applied travel regulations
2. I have prepared travel authorizations for staff
3. I have made staff travel reservations in an automated system
4. I have prepared travel vouchers
5. I have prepared reviewed travel vouchers for accuracy

6. From the list below, select the software applications you are proficient with in accomplishing day-to-day office functions (proficient means you understand and utilize a major part of the software's functionality and capabilities).

Answers:

2. Microsoft Word
3. Microsoft Excel
4. Microsoft PowerPoint
6. E-mail (Microsoft Outlook, Lotus Notes, etc.)
7. Microsoft SharePoint
8. Word Processing Software other than Microsoft Word
11. Travel Manager (or other automated travel system)

7. Which response best describes your experience receiving telephone calls, greeting visitors and providing assistance to visitors for managers.

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Answers:

5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.

8. Select the responses that best describe your experience serving as focal point for administrative activities within an organization.

Answers:

1. I am the initial point of contact for administrative services in my organization
2. I provide guidance on administrative policies and procedures
3. I ensure administrative guidelines are followed
4. I routinely perform quality assurance audits to ensure my organization is following proper administrative policies and procedure standards

9. Select the administrative duties you have performed.

Answers:

3. Maintaining Records management system
4. Updating Tracking Systems
5. Serving as a timekeeper
6. Requesting building services
7. Mail shipping, receiving, and distribution
8. Managing an electronic calendar

10. Do you possess a typing skill of at least 40 words per minute?

Answers:

1. Yes

11. For each position listed on your resume, did you include the position title, company, salary, weekly hours worked, and your actual beginning and ending dates of employment?

Answers:

1. Yes

12. Please look at the qualification requirements (both experience and/or education) that are stated in this vacancy announcement. Does your resume clearly contain this information in order to determine you are qualified for the position?

Answers:

1. Yes

13. Have you reviewed the vacancy announcement "How to Apply" and required documents section to determine what supplemental material that you must provide?

Answers:

1. Yes

14. Where did you learn about this EPA Position?

Answers:

13. USA Jobs iPhone/iPad Application

Resume

Leigh Ann Monk

Environmental Protection Agency
All Applicant Data Report
Announcement Number: SSC-LV-2015-0018
Position Title: Secretary (OA)
Staging Area Number: SA-EPA-0001

A-

Email:

Country of Citizenship: United States

Availability: Job Type: Permanent

Telework

Work Schedule: Full-Time

Part-Time

Job Sharing

Desired locations: US - NV - Las Vegas

Work Experience:

01/2014 - Present

Hours per week:

Las Vegas, NV 89113 US

Department of State

06/2010 - 12/2013

Salary: \$55,000.00 USD Per Year

Suite 10100

Hours per week: 45

Secretary (OA)

- Participate in and assist with the design and implementation of assigned management initiatives to improve and ensure the administrative and operational efficiency, in areas such as; annual and strategic planning, general services and acquisition planning, administrative budgeting, information technology and communications, and travel and transportation.
- Interprets Departmental and/or United States Government policies affecting areas of responsibility and assesses their impact on department's administrative operations, recommend actions to achieve organizational objectives, and implement recommendations for operational improvement.
- Maintain calendar and schedules for both the Deputy Principal Coordinator and Chief of Staff.
- Coordinate and arrange travel arrangements for Deputy Principal Coordinator and Chief of

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Staff.

- Standardize and maintain Government and Contract employee travel files.
- Train personnel regarding guidelines and systems; formulate training materials as required.
- Train and assist personnel in Microsoft Office, Outlook, and Share point.
- Contact for job posting, setup interviews, wrote rejection and acceptance email/letters and completed employee orientation.
- Create and maintain all human resource electronic and file folders.
- Undertook a \$250,000 information technology (IT) equipment refresh and provided critical assistance in ensuring its timely and successful implementation.
- Streamlined process and developed cover merge forms for distribution of the office's monthly phone bill.

Clark Construction - Advantage Staffing Agency (Full-time position with Department of State)

02/2010 - 08/2010

Salary: \$55,000 - \$65,000

Bethesda, MD 20814 - US

Hours per week: 40

Risk Management

- Major communication via phone and email with internal and external persons.
- Analyze and verify documents submitted meet contractual requirements.
- Assist outside companies and on-site project teams with understanding and interpretation of contract requirements.
- Analyze, manage and audit outside consultants.
- Use due diligence tactfulness and discretion to keep open communication between vendors, contractors, and internal departments.
- Directly report findings to Risk Management Director. Track and input findings into financial database to substantiate and verify contractor requisitions. Implemented and maintained work flow and oversee day to day administrative functions.

Clark County - McCarran International Airport

11/2007 - 12/2009

Salary:

\$45,000 - \$55,000 - US

Hours per week: 45

Plans Examiner II

- Review and examine drawings/specifications providing recommendations for necessary changes during design, bid and construction phases.
- Provide Construction Manager and Building Inspectors with information regarding issues that may arise in the field due to conflicts or errors in the Issued for Construction documents.

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- Perform non-structural inspections.
- Work closely with Airport management and Construction Manager regarding contractual issues.
- Review submittal packages and Requests for Information (RFI's) for contractual compliance before forwarding to A/E.
- Contribute to the efficiency and effectiveness of the team.
- Work closely with Airport Architect and Engineer on resolving issues.
- Liaison between Construction Manager and Airport Project Coordinator regarding contractual topics.
- Pay estimate and quantity adjustment processing with field quantity verification of completed work for in-house projects.
- Maintain in-house on-call survey verification and material testing contracts.

Bechtel, McCarran International Airport
02/2004 - 11/2007

Salary: \$100,000
Las Vegas, NV 89111 US
Hours per week: 45

Quantity Surveyor (Construction Coordinator II)

- Multi task to participate in 9 prime contracts - total value, \$300-mil. The general scope of work included the construction of, addition to, modification and/or replacement of: conveyance systems, security screening, over 2.5 mil sq ft of buildings, HVAC in concourses, cooling tower including penthouses, chillers and boilers, car rental facility and 1.745 mil sq ft parking garage, wash/service bays.
- Process pay estimates and daily documents for 11-service contracts.
- Pay estimate and quantity adjustment processing including field quantity verification of completed work.
- Coordinate and communicate with both internal employees and external companies.
- Update contract drawings/specifications per Requests for Information and Drawing changes.
- Administrative contract startup and closeout.
- Documentation and evaluation involvement in change order process.
- Schedule of values, General Conditions and drawing reviews during pre-bid and post award phases.
- Process and forward submittals, Requests for Information and letters.
- Work within the group to perform any additional tasks to ensure the work was completed in the required time frame.

MMC, Inc. (Jobs ending, heavy civil division closed)
10/2001 - 08/2003
Office is closed
Salary: \$90,000
Las Vegas, NV 89113 US
Hours per week: 40

Project Coordinator

- Develop, maintain, and follow-up of cost proposals, Request for Contract Changes,

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Contract Change Requests, Change Orders, AIA documents, payroll, submittals, and Requests for Information.

- Job costing, contract documents and construction drawing updates.
- Contract startup to include permits, insurance, project electronic file, and office file setup.
- Contract closeout responsibilities to collection, verify contractual compliance and forward to owner required documentation including lien releases, operations manuals, and final submittals.
- Maintain subcontractor files to include setup and close out.
- Process and forward subcontract submittal's, Requests for Information and correspondence.
- Track quantities, labor hours, and equipment hours supplied by daily reports.
- Process contractor and subcontractor pay estimates and contract changes.
- Responsible for verbal and written communication to varying hierarchical levels of employees.

Islands Custom Barbeque (Owner conflict causing business failure)

09/2000 - 10/2001

Office is closed

Salary:

Las Vegas, NV 89113 US

Hours per week: 40

Office Manager/Special Projects Coordinator

- Responsible for projects or situations, which require an eye for detail and accuracy.
- Manage personnel who tracked all customer orders - from order, to manufacturing, to delivery.
- Provide all aspect of customer service, advertising, and catalog preparation.
- Responsible for day-to-day problem solving, go-to person for the owners and outside clients.
- Organization of two different job positions while reporting to four owners.

Education:

Bachelor's Degree

Major: Double major in Marketing and in Management

Minor: Accounting

Languages: English

Spoken: Advanced

Written: Advanced

Read: Advanced

Announcement Number: SSC-LV-2015-0018

Document Name: SF-50

Name: MONK LEIGH

AIDX: 2484694

Telephone 1: ^

Telephone 2: - - - - -

Email: - - - - -

07-10873

POSITION DESCRIPTION (Please Read Instructions on the Back)

Agency Position No.
5-97121

1. Reason for Submission Reclassification <input checked="" type="checkbox"/> New Reestablishment <input type="checkbox"/> Other	2. Service <input checked="" type="checkbox"/> Active <input type="checkbox"/> Field	3. Employing Office Location Washington, DC	4. Duty Station Washington, DC	5. OPM Certification No.
6. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	7. Financial Statement Required <input type="checkbox"/> Exempt <input type="checkbox"/> Required	8. Position Status <input checked="" type="checkbox"/> Comparative Extended (Specify in remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	9. Position Grade <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> National	10. Sensitivity <input type="checkbox"/> Non-Sensitive <input checked="" type="checkbox"/> Sensitive Critical <input type="checkbox"/> Non-Critical Special <input type="checkbox"/> Non-Special
11. Agency Use				

12. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date (mm-dd-yyyy)
U.S. Office of Personnel Management	Secretary (Office Automation)	GS	0318	08	AM	05/11/07
Department, Agency or Establishment						
Second Level Review						
First Level Review						
Recommended by Supervisor or Initiating Office	Secretary (Office Automation)	GS	0318	08	AM	3-26-07


13. Organizational Title of Position (if different from official title)
S/GAC Office Management Specialist (OMS)

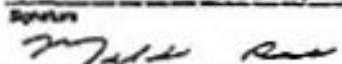
14. Department, Agency, or Establishment
Department of State

15. Name of Employee (if vacant, specify)

16. First Subdivision Office of the Secretary of State	17. Third Subdivision See Eval Statement For Usage
18. Second Subdivision Office of the U.S. Global AIDS Coordinator	19. Fourth Subdivision
19. Fifth Subdivision	20. Signature of Employee (if placed)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for salary purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

21. Typed name and title of Immediate Supervisor Mark R. Dybul U.S. Global AIDS Coordinator	22. Typed name and title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date (mm-dd-yyyy) 3/15/07	Date (mm-dd-yyyy)

23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	24. Position Classification Standards Used in Classifying/Grading Position OPM PES for Secretary Services, TS-64, TS-34, January 1999
Typed Name and Title of Official Taking Action Melinda Brown Human Resources Specialist	See Attached Evaluation Statement
Signature 	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Date (mm-dd-yyyy) 3/11/07	

25. Position Review	Initials	Date (mm-dd-yyyy)	Initials	Date (mm-dd-yyyy)	Initials	Date (mm-dd-yyyy)	Initials	Date (mm-dd-yyyy)	Initials	Date (mm-dd-yyyy)
Employee (optional)										
Supervisor										
Classifier										

Remarks

Performance Level = GS-08

THIS POSITION IS AT THE FULL
PERFORMANCE LEVEL OF
NO DOWNWARD MOTION POTENTIAL
EXISTS BEYOND THE GRADE LEVEL.

S/GAC standard PD

15. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-434-4288

Previous Edition Usable

5010-108

OP 8 (Rev. 8-99)
U.S. Office of Personnel Management

Environmental Protection Agency
All Applicant Data Report
Announcement Number: SSC-LV-2015-0018
Position Title: Secretary (OA)
Staging Area Number: SA-EPA-0001

Name: CINDA L DILLAHUNT
SSN: ***-**-23
MIDX: 1
Address1:
Address2:
City:
State:
Country: U
Post Code:
Plus4:
Telephone 1: Evening Phone - 702-454-0873
Telephone 2: Day Phone - 702-454-0873
Email: CindaAD21NV@gmail.com
United States Citizen:
Veterans' Preference: ,
Military Service Dates (Start of Service - End of Service):
Location(s) Applied to: Las Vegas, NV(US)

Doc #	Document Type	Description	Submission Type
1	SF-50	Resignation SF 50	UPLOAD

Vacancy Questions and Responses

What locations do you wish to apply to?

Las Vegas, NV(US)

What Grades do you wish to apply to?

08

Grade: 08

1. GS-08: To meet the Qualifications Requirements for Secretary, GS-08, select the option that best describes your education and/or experience background:

Answers:

1. I have 1 YEAR OF SPECIALIZED EXPERIENCE equivalent to the GS-07 level in or related to the work of THIS POSITION that provided the specific knowledges, skills and abilities to perform successfully the duties of THIS POSITION.

All Grades

1. I have the following experience coordinating a manager's or executive's calendar based upon knowledge of program priorities.

Answers:

1. Determining appointment priorities
2. Approving, rescheduling, or refusing appointments, and accepting or declining invitations
3. Making arrangements for other representation
4. Coordinating events involving participation of senior executives and other stakeholders

2. Select the responses that describe your experience with coordinating meetings.

Answers:

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1. I have arranged for conferences and meetings, including making reservations for conference/hearing rooms, notifying all participants.
2. I have assembled background material(s) for the meeting.
3. I have informed staff and followed up on any required reports or materials from divisions and/or other offices as a result of commitments made at meetings.

3. Select the responses that reflect your experience working with non technical business correspondence.

Answers:

1. I have written business correspondence, while applying correspondence policies and procedures for proper written format
2. I have edited business correspondence, while applying correspondence policies and procedures for proper written format
3. I have reviewed business correspondence identifying inadequacies in format, grammar, or construction in accordance with accepted standards

4. Select the responses that reflect your experience with correspondence.

Answers:

1. I have controlled all correspondence
2. I have determined appropriate routing including what needs supervisor's personal attention
3. I have followed up to ensure timely action
4. I have reviewed all outgoing correspondence for neatness, accuracy, adherence to format and supervisor's personal style
5. I have drafted non-technical correspondence including, but not limited such things as personal acknowledgements, acceptance letters
6. I have produced related reports and files

5. Select the responses that reflect your experience making travel arrangements.

Answers:

1. I have interpreted and applied travel regulations
2. I have prepared travel authorizations for staff
3. I have made staff travel reservations in an automated system
4. I have prepared travel vouchers
5. I have prepared reviewed travel vouchers for accuracy

6. From the list below, select the software applications you are proficient with in accomplishing day-to-day office functions (proficient means you understand and utilize a major part of the software's functionality and capabilities).

Answers:

2. Microsoft Word
3. Microsoft Excel
4. Microsoft PowerPoint
5. Microsoft Access
6. E-mail (Microsoft Outlook, Lotus Notes, etc.)
8. Word Processing Software other than Microsoft Word
9. Correspondence Tracking Systems
11. Travel Manager (or other automated travel system)

7. Which response best describes your experience receiving telephone calls, greeting

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All Applicant Data Report
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visitors and providing assistance to visitors for managers.

Answers:

5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.

8. Select the responses that best describe your experience serving as focal point for administrative activities within an organization.

Answers:

1. I am the initial point of contact for administrative services in my organization
2. I provide guidance on administrative policies and procedures
3. I ensure administrative guidelines are followed

9. Select the administrative duties you have performed.

Answers:

1. Purchasing office supplies and equipment
2. Making purchases with a corporate credit card
3. Maintaining Records management system
4. Updating Tracking Systems
5. Serving as a timekeeper
6. Requesting building services
7. Mail shipping, receiving, and distribution
8. Managing an electronic calendar

10. Do you possess a typing skill of at least 40 words per minute?

Answers:

1. Yes

11. For each position listed on your resume, did you include the position title, company, salary, weekly hours worked, and your actual beginning and ending dates of employment?

Answers:

1. Yes

12. Please look at the qualification requirements (both experience and/or education) that are stated in this vacancy announcement. Does your resume clearly contain this information in order to determine you are qualified for the position?

Answers:

1. Yes

13. Have you reviewed the vacancy announcement "How to Apply" and required documents section to determine what supplemental material that you must provide?

Answers:

1. Yes

14. Where did you learn about this EPA Position?

Answers:

11. USA Jobs iPhone/iPad Application

Resume

Environmental Protection Agency
All Applicant Data Report
Announcement Number: SSC-LV-2015-0018
Position Title: Secretary (OA)
Staging Area Number: SA-EPA-0001

Cinda Lee Dillahunt

E Phone:
D
EPA
C U.S. Citizenship: United States
,

Availability: Job Type: Permanent
Work Schedule: Full-Time

Desired locations: US - NV - Henderson
US - NV - Las Vegas

Work Experience: NV Department of Welfare & Social Services
11/2014 - Present
520 Boulder Highway
Salary: \$38,000.00 USD Per Year
Henderson, NV 89014 US
Hours per week: 40
Supervisor: Tay Weber (702-486-1230)
Okay to contact this Supervisor: Yes

Administrative Assistant IV

Case Manager for NEON Program (New Employees of Nevada). Engage clients in NEON program; complete/update assessments and personal responsibility plans; meet participation requirements. Provide support services and payments to clients and providers. Assign, mentor & guide clients in countable NEON activities and assist clients in achieving self-sufficiency and attaining established goals. Analyze assessments and barriers accurately; Completed, determine, verify and input assessments, personal responsibility plans, work activities and hours of participation accurately. Monitor and determine conciliation and termination due to non cooperation as necessary. Maintain case records, route changes, generate written & verbal communication; initiate referrals, CWEP, OJT and volunteer contracts. Efficiently manage case load. Follow policies and procedures. Disseminate hard to understand laws, rules and regulations and relay information to clients in terms that are easily to understand. Complete special assignments; maintain professional and harmonious relationships with clients, division staff and the public.

Esquire Group
06/2014 - 11/2014
633 S 4th St Suite 7
Salary: \$30,000.00 USD Per Year
Las Vegas, NV 89101 US
Hours per week: 40
Supervisor: Lindsey Stadtlander (702-384-4829)
Okay to contact this Supervisor: Yes

Database Manager

Perform client data management utilizing multiple software programs such as Sales Force,

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Kimble Apps, Quick Books, Adobe, Word, Excel, Lacerte Tax software, including error identification/rectification, new entries and multiple data manipulations and perform duties related to clients requiring firm to act as Registered Agent

US EPA

04/2010 - 05/2013

1200 Pennsylvania Ave NW

Salary: \$62,000.00 USD Per Year

Washington DC, DC 20040 US

Hours per week: 40

Series: 0318

Pay Plan: GS

Grade: 10

Supervisor: Michael Bender (202-564-2829)

Okay to contact this Supervisor: Yes

Executive Assistant

Acted as COR and WAM, performed as liaison for CMS, FOIA, HR, and STICS; acted as scientific policy, Federal Register and congressional correspondence editor, designed/developed SOPs, performance measures and events; acted as Shop Steward; originated calendaring for 2 executives; performed timekeeping for 24; and received numerous cash awards, a plaque and a time off award, all while assisting Sr. EPA Officials and Scientists.

Education: University of Nevada, Las Vegas

Bachelor's Degree

Major: Criminal Justice

Minor: Latin American History

Relevant Coursework, Licensures and Certifications:

Also completed 15 credits toward Masters Degree.

Received academic scholarships throughout studies while working full time as Assistant to Chief of Police. Served as Chair of UNLV Classified Staff Council representing 829 State Workers; sat on numerous committees; received August Vollmer Award and Freshman Speaker of the Year Award.

Job Related Training: Microsoft Word Advanced Training - 2014

Microsoft Excel Advanced Training - 2014

Leadership Skills for Non-Supervisors - 2012

Workplace Conflict Recognizing and Responding to Conflict - 2012

Working Effectively with Tribal Governments - 2012

Small Business Contracting - 2012

Administrative Officer Training - 2012

Principles of Scientific Integrity - 2011

CGR 32 HR - 2011

Environmental Protection Agency
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Announcement Number: SSC-LV-2015-0018
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EPA Acquisition System ((EAS) 2011

COR & HR - 2010

Purchase Card Training - 2010

Cybersecurity Awareness 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006

Enterprise Content Management System Training 2013, 2012, 2011, 2010, 2009, 2008

Las Vegas Business Continuity Plan Awareness 02/08/07

State of Nevada Elementary Teaching License 01/07/03

Basic Communications Training 01/15/99

Civilian Employee Orientation Las Vegas Metropolitan Police 11/12/98

Typing Certification 73 WPM 3/2010

Oklahoma City Bombing Lessons Learned 04/26/96

Lotus Notes Technical User 01/11/95

State of Nevada Drug Free Workplace 05/20/92

State of Nevada Elements of Supervision 04/27/92

References: Michael Bender GS15

US EPA

Supervisory Analyst/Mentor

Phone Number: 202-564-6829

Email Address: bender.michael@epa.gov

Reference Type: Professional

Betty Jo Miller GS13

US EPA

ORD Travel Director

Phone Number: 202-564-6848

Email Address: Miller.Betty@epa.gov

Reference Type: Professional

Julie Fitzpatrick GS15

US EPA

Office of Science Advisor Risk Assessment Forum

Phone Number: 202-564-4212

Email Address: fitzpatrick.julie@epa.gov

Reference Type: Professional

Steve Hopkins

US EPA (retired)

AFGE Vice President

Phone Number: 202-577-4449

Email Address: Hop0040@gmail.com

Reference Type: Professional

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, first, middle) Dillahan, Cinda L.		2. Social Security Number		3. Date of birth		4. Effective Date 05-17-2013	
FIRST ACTION				SECOND ACTION			
5. Code 317		6. Name of Action Resignation		7. Code		8. Name of Action	
9. Code 0011		10. Legal Authority Reg 315.202, Resignation		11. Code		12. Legal Authority	
13. Code		14. Legal Authority		15. Code		16. Legal Authority	
7. FROM: Position Title and Number Secretary (Office Automation) Position: 00010317				11. TO: Position Title and Number			
17. Pay Plan	18. Grade	19. Classification	20. Step or Rate	21. Level Salary	22. Pay Zone	23. Pay Plan	24. Grade
GS	0318	10	04	\$62,544.00	PA		
25. Basic Pay		26. Locality Adj.		27. Any Basic Pay		28. Other Pay	
\$58,349.00		\$12,199.00		\$62,544.00		\$0	
29. Name and position of immediate supervisor Environmental Protection Agency AA for Research & Development Office of the Assistant Administrator, Office of the Science Advisor, Immediate Office Washington DC USA Dep ID: 0000004436 Org Cd: 81051000				32. Title and Location of Employer's Organization			
EMPLOYEE DATA							
33. Personal Information				34. Training		35. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
36. Personal Information				37. Training		38. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
39. Personal Information				40. Training		41. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
42. Position Data				43. Training		44. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
45. Personal Information				46. Training		47. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
48. Position Data				49. Training		50. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
51. Personal Information				52. Training		53. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
54. Position Data				55. Training		56. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
57. Personal Information				58. Training		59. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
60. Position Data				61. Training		62. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
63. Personal Information				64. Training		65. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
66. Position Data				67. Training		68. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
69. Personal Information				70. Training		71. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
72. Position Data				73. Training		74. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
75. Personal Information				76. Training		77. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
78. Position Data				79. Training		80. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
81. Personal Information				82. Training		83. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
84. Position Data				85. Training		86. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
87. Personal Information				88. Training		89. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
90. Position Data				91. Training		92. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
93. Personal Information				94. Training		95. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
96. Position Data				97. Training		98. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
99. Personal Information				100. Training		101. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
102. Position Data				103. Training		104. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
105. Personal Information				106. Training		107. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
108. Position Data				109. Training		110. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
111. Personal Information				112. Training		113. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
114. Position Data				115. Training		116. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
117. Personal Information				118. Training		119. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
120. Position Data				121. Training		122. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
123. Personal Information				124. Training		125. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
126. Position Data				127. Training		128. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
129. Personal Information				130. Training		131. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
132. Position Data				133. Training		134. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
135. Personal Information				136. Training		137. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
138. Position Data				139. Training		140. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
141. Personal Information				142. Training		143. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
144. Position Data				145. Training		146. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
147. Personal Information				148. Training		149. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
150. Position Data				151. Training		152. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
153. Personal Information				154. Training		155. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
156. Position Data				157. Training		158. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
159. Personal Information				160. Training		161. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
162. Position Data				163. Training		164. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
165. Personal Information				166. Training		167. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
168. Position Data				169. Training		170. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
171. Personal Information				172. Training		173. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
174. Position Data				175. Training		176. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
177. Personal Information				178. Training		179. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
180. Position Data				181. Training		182. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
183. Personal Information				184. Training		185. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
186. Position Data				187. Training		188. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
189. Personal Information				190. Training		191. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
192. Position Data				193. Training		194. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
195. Personal Information				196. Training		197. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
198. Position Data				199. Training		200. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
201. Personal Information				202. Training		203. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
204. Position Data				205. Training		206. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
207. Personal Information				208. Training		209. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21-1971		04-21-1971		04-21-1971	
210. Position Data				211. Training		212. Agency Line	
1. Name		2. Date of Birth		3. Date of Birth		4. Date of Birth	
Cinda L. Dillahan		04-21					

Announcement Number: SSC-LV-2015-0018

Document Name: SF-50

Name: DILLAHUNT, CINDA

AIDX: 970889

Telephone 1: f

Telephone 2:

Email:

Environmental Protection Agency
All Applicant Data Report
Announcement Number: SSC-LV-2015-0018
Position Title: Secretary (OA)
Staging Area Number: SA-EPA-0001

Name: JENNIFER J FEUDI
SSN: ***-**-****
MIDX:
Address1:
Address2:
City: Las Vegas
State: NV
Country: United States
Post Code: 89101
Plus4:
Telephone 1: Mobile - 702-799-1234
Email: jfeudi@epa.gov
United States Citizen: Yes
Veterans' Preference: 0
Military Service Dates (Start of Service - End of Service):

Location(s) Applied to: Las Vegas, NV(US)

Doc #	Document Type	Description	Submission Type
1	SF-50	SF-50 Resignation	UPLOAD

Vacancy Questions and Responses

What locations do you wish to apply to?

Las Vegas, NV(US)

What Grades do you wish to apply to?

GS

Grade: GS

1. GS-08: To meet the Qualifications Requirements for Secretary, GS-08, select the option that best describes your education and/or experience background:

Answers:

1. I have 1 YEAR OF SPECIALIZED EXPERIENCE equivalent to the GS-07 level in or related to the work of THIS POSITION that provided the specific knowledges, skills and abilities to perform successfully the duties of THIS POSITION.

All Grades

1. I have the following experience coordinating a manager's or executive's calendar based upon knowledge of program priorities.

Answers:

- Determining appointment priorities
- Approving, rescheduling, or refusing appointments, and accepting or declining invitations
- Making arrangements for other representation
- Coordinating events involving participation of senior executives and other stakeholders

2. Select the responses that describe your experience with coordinating meetings.

Answers:

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Position Title: Secretary (OA)
Staging Area Number: SA-EPA-0001

1. I have arranged for conferences and meetings, including making reservations for conference/hearing rooms, notifying all participants.
2. I have assembled background material(s) for the meeting.
3. I have informed staff and followed up on any required reports or materials from divisions and/or other offices as a result of commitments made at meetings.

3. Select the responses that reflect your experience working with non technical business correspondence.

Answers:

1. I have written business correspondence, while applying correspondence policies and procedures for proper written format
2. I have edited business correspondence, while applying correspondence policies and procedures for proper written format
3. I have reviewed business correspondence identifying inadequacies in format, grammar, or construction in accordance with accepted standards

4. Select the responses that reflect your experience with correspondence.

Answers:

1. I have controlled all correspondence
2. I have determined appropriate routing including what needs supervisor's personal attention
3. I have followed up to ensure timely action
4. I have reviewed all outgoing correspondence for neatness, accuracy, adherence to format and supervisor's personal style
5. I have drafted non-technical correspondence including, but not limited such things as personal acknowledgements, acceptance letters
6. I have produced related reports and files

5. Select the responses that reflect your experience making travel arrangements.

Answers:

1. I have interpreted and applied travel regulations
2. I have prepared travel authorizations for staff
3. I have made staff travel reservations in an automated system
4. I have prepared travel vouchers
5. I have prepared reviewed travel vouchers for accuracy

6. From the list below, select the software applications you are proficient with in accomplishing day-to-day office functions (proficient means you understand and utilize a major part of the software's functionality and capabilities).

Answers:

2. Microsoft Word
3. Microsoft Excel
4. Microsoft PowerPoint
5. Microsoft Access
6. E-mail (Microsoft Outlook, Lotus Notes, etc.)
8. Word Processing Software other than Microsoft Word
9. Correspondence Tracking Systems
11. Travel Manager (or other automated travel system)

7. Which response best describes your experience receiving telephone calls, greeting

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Staging Area Number: SA-EPA-0001

visitors and providing assistance to visitors for managers.

Answers:

5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.

8. Select the responses that best describe your experience serving as focal point for administrative activities within an organization.

Answers:

1. I am the initial point of contact for administrative services in my organization
2. I provide guidance on administrative policies and procedures
3. I ensure administrative guidelines are followed
4. I routinely perform quality assurance audits to ensure my organization is following proper administrative policies and procedure standards

9. Select the administrative duties you have performed.

Answers:

1. Purchasing office supplies and equipment
2. Making purchases with a corporate credit card
3. Maintaining Records management system
4. Updating Tracking Systems
5. Serving as a timekeeper
7. Mail shipping, receiving, and distribution
8. Managing an electronic calendar

10. Do you possess a typing skill of at least 40 words per minute?

Answers:

1. Yes

11. For each position listed on your resume, did you include the position title, company, salary, weekly hours worked, and your actual beginning and ending dates of employment?

Answers:

1. Yes

12. Please look at the qualification requirements (both experience and/or education) that are stated in this vacancy announcement. Does your resume clearly contain this information in order to determine you are qualified for the position?

Answers:

1. Yes

13. Have you reviewed the vacancy announcement "How to Apply" and required documents section to determine what supplemental material that you must provide?

Answers:

1. Yes

14. Where did you learn about this EPA Position?

Answers:

13. USA Jobs iPhone/iPad Application

Environmental Protection Agency
All Applicant Data Report
Announcement Number: SSC-LV-2015-0018
Position Title: Secretary (OA)
Staging Area Number: SA-EPA-0001

Resume

Jennifer J Feudi

Mobile:

Email:

Country of Citizenship: United States

Veterans' Preference:

Highest Grade: 5

Availability: Job Type: Permanent

Temporary

Term

Detail

Work Schedule: Full-Time

Part-Time

Shift Work

Intermittent

Job Sharing

Desired locations: US - NV - Clark County

US - NV - Las Vegas

Work Experience: Business Management CPAs, Inc.

12/2006 - Present

Salary:

-

Hours per week: 42

Supervisor:

Secretary

Provide administrative support for a small accounting firm. Assist bookkeepers in accounts payable to include preparing and making deposits, entering CC charges, incoming bills and deposits into QuickBooks, running Check Detail and Unpaid Bills QuickBooks reports, and reconciling credit card statements. Assist CPAs in preparing and submitting tax returns. Intermediate knowledge of QuickBooks, Office Tools and Lacerte. Typing speed 53 WPM.

Allstate Fire Equipment

()

Salary:

Las Vegas, NV 89118-2816 US

Hours per week: 45

Office Assistant

Environmental Protection Agency
All Applicant Data Report
Announcement Number: SSC-LV-2015-0018
Position Title: Secretary (OA)
Staging Area Number: SA-EPA-0001

Provide administrative support for a fire suppression company. Process invoices for payment; reconcile incoming checks to invoices; dispatch service calls to technicians; perform various Accounts Receivables duties; reconcile credit card statements; enter invoice information on time sheets; maintain service log and reports.

US Food and Drug Administration
01/1989 - 06/2006

Salary: \$52,036.00 USD Per Year
HFS-300
Hours per week: 45
Series: 0318
Pay Plan: GS
Grade: 9

Secretary (OA), 0318

Provide administrative support to a multi-disciplinary scientific organization, of more than 130 employees, in the areas of personnel management, program planning, administration, facilities, procurement, property management, budget and other related areas in which I:

Support the Office Director (OD) and his immediate staff of 8;

Prepare all travel arrangements for local, domestic and international travel as well as the necessary reimbursement paperwork and ensure accuracy of all travel for adherence to existing rules, regulations and format based on the Agency's specifications;

Oversee the work of five subordinate secretaries (one of which is located in Chicago) to ensure Agency, Center and Office policies, procedures and regulations are followed and work is accurate;

Train new secretaries on Agency and Center policies, procedures, use of software programs, agency network systems, etc., and continually provide this training to current administrative staff;

Developed and maintained a tracking system for secretarial work within the Office;

Serve as liaison between subordinate secretaries, management and senior administration support staff;

Serve as the Leave Maintenance Clerk for nine Commissioned Corps Officers and assist in drafting their Billets and Civil Service positions descriptions;

Serve as time keeper for 53 individuals and ensure leave records are correct and up-to-date;

Routinely maintain a budget in excess of \$60,000 to order chemicals, supplies and equipment for laboratory personnel and computer peripherals, hardware, software and supplies for the entire office;

Arrange public meetings and ensure meeting notices are published in the Federal Register;

Prepare yearly Performance Evaluation Plans for the immediate staff of the OD;

Provide a wide range of management advisory services to the Office involving personnel and training, particularly interpreting applicable rules, regulations, policies and standards;

Assist in development of Office's annual budget request and travel plan;

Provide advice and guidance to the Office Director and senior staff in the formation of funding requests;

Staging Area Number: SA-EPA-0001

appropriate justifications and documents to secure additional funds.

throughout the year;

actions;

etc.

US Air Force - Maryland Air National Guard

10/1990 - 10/2000

2

μ μ

Hours per week: 6

Qk

Military Pay Technician

Obtained NAC Secret Clearance. Highest Rank: Staff Sergeant

Additional Information: **** WILL MOVE AT OWN EXPENSE.****

Typing speed: 53 WPM

Intermediate knowledge of Office Tools, Lacerte and Quick Books.

Nominated for Airman of the Week while attending Technical School at Sheppard Air Force Base in Wichita Falls, Texas.

Nominated for Airman of the Year while employed at the 135th Airlift Squadron, in Essex, Maryland.

Received Outstanding performance rating 16 times and Excellent one time, while employed at the US FDA.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JENNIFER J	2. Social Security Number	3. Date of Birth	4. Effective Date 6/24/2006
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FIRST ACTION

5-A. Code 317	5-B. Nature of Action Resignation
5-C. Code RPM	5-D. Legal Authority Reg 715 202
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number
SECRETARY (GA)
PD M0028
Position 00149033

15. TO: Position Title and Number

8. Pay Plan GS	9. Org. Code 0318	10. Grade/Level 09	11. Step/Rate 7	12. Total Salary \$53,833.00	13. Pay Basis PA
11A. Basic Pay \$45,813.00	11B. Locality Adj. \$8,017.00	11C. Adj. Basic Pay \$53,830.00	11D. Other Pay \$0		

14. Pay Plan	17. Org. Code	18. Grade/Level	19. Step/Rate	20. Total Salary Award	21. Pay Basis
20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		

14. Name and Location of Position's Organization
Food and Drug Administration
Ofc Of Operations
Center For Food Safety & Applied Nutriti
Ofc Of Operations
Ofc Of Plant & Dairy Foods & Beverages
COLLEGE PARK MD USA

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Police 3 - 10-Police/Disability 4 - 10-Police/Compensable 5 - 10-Police/Other 6 - 10-Police/Compensable/10%	24. Tenure 1 - None 2 - Permanent 3 - Conditional 4 - Indefinite	25. Agency Use	26. Veterans Preference See RIF YES NO
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27. FEGLI Basic + Option B (5x) + Option A	28. Assailant Indicator 9 Not Applicable	29. Pay Rate Determinant 0 Regular Rate
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30. Retirement Plan FERS and FICA	31. Service Comp. Date (Leave) 1/3/1989	32. Work Schedule F Full Time	33. Part-Time Hours Per Biweekly Pay Period
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POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - SES General 3 - SES Career Reserved	35. FLSA Category N E - Except H - Nonexcept	36. Appropriation Code 66991783	37. Bargaining Unit Status
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38. Duty Station Code 240370033	39. Duty Station (City - County - State or Overseas Location) COLLEGE PARK Prince George'S MD USA
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40. Agency Data	41.	42.	43.	44. PAR Number
-----------------	-----	-----	-----	----------------

45. Remarks
- If 2013 was processed, Life Insurance coverage is automatic for 31 days during which you are eligible to convert to an individual policy (company contract).
- Health benefits coverage is automatic for 31 days during which you are eligible to convert to an individual policy (company contract).
You are also eligible for temporary continuation of your FICA coverage for up to 18 months.
- Forfeiture notice.
- Lump-sum payment is to be made for any unused annual leave.
Reason for resignation: Care

46. Employing Department or Agency Department of HHS - Food and Drug Administration	47. Agency Code HE36	48. Personnel Office ID 1189	49. Approval Date 6/22/2016	50. Signature Authentication and Title of Approving Official Daryl J. Lucas Director, Rockville Human Resources Center (Electronically Signed)
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Announcement Number: SSC-LV-2015-0018

Document Name: SF-50

Name: FEUDI, JENNIFER

AIDX: 2486017

Telephone 1:

Email:

April 5, 2016

Secretary (OA)

ENVIRONMENTAL PROTECTION AGENCY

Agency Contact Information

1 vacancy in the following location:

Las Vegas, NV

Work Schedule is Full-time - Permanent

Opened Thursday 9/10/2015

(208 day(s) ago)

Closed Wednesday 9/23/2015

(195 day(s) ago)

Salary Range

\$43,823.00 to \$56,974.00 / Per Year

Series & Grade

GS-0318-08/08

Promotion Potential

09

Supervisory Status

No

Who May Apply

You may apply if you:

- 1-Work in the commuting area of Las Vegas, NV as a current federal employee with competitive status; are reinstatement, non-competitive appointment, ICTAP or EPA CTAP eligible; or
- 2-Live anywhere as: a preference eligible veteran or honorably discharged from the armed services after 3-years or more of continuous active service.

Control Number

415425200

Job Announcement Number

SSC-LV-2015-0018

This job announcement has closed

Print

(<https://www.usajobs.gov/443/GetJob/PrintPreview/415425200>)

Job Overview**Summary**About the Agency

(<https://jobs.mgsapps.monster.com/epa/vacancy/preview.hms?orgId=1&jnum=59505>)

This position is located in Office of Administration and Resources Management, Office of Administration and Resources Management-Cincinnati, Human Resources Management Division, Immediate Office, Las Vegas, NV.

For more information on this office, visit their website:

<http://www2.epa.gov/aboutepa/about-office-administration-and-resources-management-oarm#cin> (<http://www2.epa.gov/aboutepa/about-office-administration-and-resources-management-oarm#cin>)

Duties

At the entry level of this position, you will:

- Maintain division/office manager's calendar and schedule appointments.
- Prepare outgoing correspondence, reports, studies, etc.

- Make travel arrangements for the division/office managers and staff.
- Use office automation and web-based systems to provide administrative support and maintain recordkeeping responsibilities.
- Provide training to division/office staff on administrative practices

When entering a Federal job at a grade level lower than the highest promotion potential level, you may be promoted to more complex duties and work more independently, as your career progresses.

Travel Required

- Not Required

Relocation Authorized

- No

Job Requirements

Additional Information

How to Apply

Required Documents

This job announcement has closed

Print

(<https://www.usajobs.gov/443/GetJob/PrintPreview/415425200>)

Environmental Protection Agency

Environmental Protection Agency

Contact

Suzanne O'Connell

Phone: 702-798-2401 (tel://702-798-2401)

Email: TeamVegas@epa.gov (mailto:TeamVegas@epa.gov)

Address

Environmental Protection Agency

US Environmental Protection Agency

Human Resources Management Division

Las Vegas

NV

US

Fax: 702-798-2433

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[EEO Policy Statement \(https://help.usajobs.gov/index.php/EEO_Policy_Statement\)](https://help.usajobs.gov/index.php/EEO_Policy_Statement) |

[Reasonable Accommodation Policy Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

[\(https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement\)](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

| [Veterans Information \(https://help.usajobs.gov/index.php/Veterans_Information\)](https://help.usajobs.gov/index.php/Veterans_Information) |

Legal and Regulatory Guidance
(https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

Site Map ([/Home/SiteMap/](#))

Privacy Act and Public Burden Information (https://help.usajobs.gov/index.php/USAJobsHelp:Privacy_policy)

FOIA (<http://www.opm.gov/efoia/>)

About Us (https://help.usajobs.gov/index.php/About_Us)

USA.gov (<http://www.usa.gov/>)

This is a United States Office of Personnel Management (<http://www.opm.gov/>) website.

USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.

Vacancy Details

About

Announcement Number:

SSC-LV-2015-0018

Hiring Agency:

Environmental Protection Agency

Position Title:

Secretary (QA)

Open Period:

09/10/2015 - 09/23/2015

Series/Grade:

GS - 0318 08

Salary:

\$43823.00 - \$56974.00




Promotion Potential:

GS-09

Duty Location(s):

1 in

Las Vegas, NV, US

For More Info: Suzanne O'Connell 702-798-2401 TeamVegas@epa.gov

Overview

Who May Apply:

You may apply if you:

- 1-Work in the commuting area of Las Vegas, NV as a current federal employee with competitive status; are reinstatement, non-competitive appointment, ICTAP or EPA CTAP eligible; or
- 2-Live anywhere as: a preference eligible veteran or honorably discharged from the armed services after 3-years or more of continuous active service.

Security Clearance Required:

Public Trust - Background Investigation

Duration Appointment:

Permanent

Marketing Statement:

Earth Day is every day at EPA! Come help us protect the environment! Our diverse workforce connects to more than just a career-we share a common passion to promote a cleaner, healthier environment. Discover how exciting safeguarding our natural resources and protecting human health can be. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. Find yourself at EPA.

Summary:

This position is located in Office of Administration and Resources Management, Office of Administration and Resources Management-Cincinnati, Human Resources Management Division, Immediate Office, Las Vegas, NV.

For more information on this office, visit their website:

<http://www2.epa.gov/aboutepa/about-office-administration-and-resources-management-oarm#cin> (<http://www2.epa.gov/aboutepa/about-office-administration-and-resources-management-oarm#cin>)

Supervisory Position:

No

Relocation Authorized:

No

Travel Required:

Not Required

Key Requirements:

You must submit resume and required documents(See How to Apply) Position does not have portable work and selectee may not telework. If you are selected, a pre-employment background check is required.

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Duties

At the entry level of this position, you will:

- Maintain division/office manager's calendar and schedule appointments.
- Prepare outgoing correspondence, reports, studies, etc.
- Make travel arrangements for the division/office managers and staff.
- Use office automation and web-based systems to provide administrative support and maintain recordkeeping responsibilities.
- Provide training to division/office staff on administrative practices

When entering a Federal job at a grade level lower than the highest promotion potential level, you may be promoted to more complex duties and work more independently, as your career progresses.

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Qualifications and Evaluations

Education:**Requirements:**

This position is designated as Moderate Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

Evaluations:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

Qualifications:

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-08 level, you need to have at least one year of full time experience defined as experience managing a calendar, coordinating meetings and travel arrangements, and designing filing systems for a senior executive. --Experience using email, word processing, and/or spreadsheets to perform administrative support duties and to monitor/track progress of administration processes (such as electronic calendar, correspondence, timekeeping, etc.).

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: 1) Ability to type 40 words per minute; 2) Ability to work collaboratively with division/office administrative staff; 3) Skill in written communication; 4) Knowledge of administrative concepts and principles; 5) Skill in oral communication; 6) Ability to use and advise on web-based systems; and 7) Ability to advise others on administrative procedures and practices.

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Benefits and Other Info

Benefits:

Review our Benefits (http://www.epa.gov/epahome/epa/epa_and_benefits)

Additional Benefits:

Join EPA in protecting human health and the environment and enjoy many work life quality options! Working for the EPA offers you a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. To find out more visit

Benefits (http://www.epa.gov/epahome/epa/epa_and_benefits). To learn more about us, visit Life and Careers at EPA (<http://www.epa.gov/lifeandcareers>).

Other Information:

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information: <http://www.epa.gov/careers/evapr.html>

(<http://www.epa.gov/careers/evapr.html>)

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

This position is not in the bargaining unit.

If you have part-time work experience, read this: (<http://www.epa.gov/careers/evapr.html> (<http://www.epa.gov/careers/evapr.html>))

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

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How to Apply

How to Apply:

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USAJobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to <http://www.epa.gov/careers/evapr.html> (<http://www.epa.gov/careers/evapr.html>)

Required Documents:

Documents to be submitted on-line:

- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. **In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.**
- Responses to the on-line assessment questionnaire.
- Veterans' Preference Documents - DD-214 Member 4 copy, VA Letter, and SF-15, if applicable; active duty military submit statement of service from commanding officer documenting dates of active duty and any campaign medals/badges; include character of service.
- Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.
- Current and Former Federal Employees: You are required to submit a Notification of Personnel Action (SF-50) indicating your status eligibility. This SF-50 should include your Position Title, Pay Plan, Occupational Code, and Grade or Level. If you are a current temporary/term employee who previously held a status Federal position, you need to submit your SF-50 which shows your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.
- Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated Ineligible.
- If you are applying for a noncompetitive appointment, you'll need to submit additional documents to prove your eligibility to apply to this vacancy announcement. If you want to learn more about noncompetitive appointments, visit OPM's web site: <http://www.opm.gov/employ/students/fedhire.asp#authorities> (<http://www.opm.gov/employ/students/fedhire.asp#authorities>)

If you want to know more about submitting documentation to our office, visit EPA's web site: <http://www.epa.gov/careers/evapr.html> (<http://www.epa.gov/careers/evapr.html>)

What to Expect Next:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check,

and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

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